

Issued January 1, 1994

**SUBJECT:** Personnel transactions and conditions of employment.  
**APPLICATION:** Executive Branch Departments and Sub-units.  
**PURPOSE:** To establish rules which cover personnel transactions and conditions of employment, as approved by the Civil Service Commission.  
**CONTACT AGENCY:** Department of Civil Service (DCS).  
**TELEPHONE:** 517/373-3031  
**FAX:** 517/373-3174  
**SUMMARY:** Each Executive Branch Department and Sub-unit must follow the approved rules governing personnel transactions and conditions of employment for all classified State employees.

For information on personnel transactions and conditions of employment, managers should refer to internal department policy documents and applicable collective bargaining agreements.

Within these internal policies and collective bargaining agreements, agencies must implement personnel actions in accordance with Civil Service rules, administrative procedures and appointing authority letters.

**APPLICABLE FORMS:** Contact respective Personnel offices.

**PROCEDURES:**

Personnel transactions and conditions of employment:

- Currently are being updated by Civil Service. Therefore, agencies should start with the chart below, which Civil Service has provided. Follow up by contacting the respective Personnel office.

SUBJECT	CIVIL SERVICE RULE	CIVIL SERVICE COMPENSATION PLAN PROCEDURE	CLASSIFICATION ADMINISTRATIVE PROCEDURE	SELECTION ADMINISTRATIVE PROCEDURE	APPOINTING AUTHORITY LETTERS	OTHER
Abolishment of positions	4-4		No. C-2			
Administrative leave	2-7.1	D-12				
Affirmative action	1-3, 2-19.3d, 3-1.2, 3-2.4, 3-4.4			Nos. 8, 12, 20	CS-6371 8/5/81	MEEBOC Exec. Order 1990-8
Age requirements						Youth Employment Stds. Act, Public Act 90 of 1978
Annual leave	5-4 3	D-10				

Anniversary date (Longevity Purposes)		D-5				
Appeals	2-20, 4-3.1		No. 14			
Appointments	3-5			No. 14 (transfer)	CS-6634 4/9/91	
Bumping	2-18, 2-19			No. 7		
Call back compensation	5-3.5	D-2				
Certification	3-4					
Citizenship	1-4					CS-260-92
Civil service rules  (See latest rule book)						
Classified executive service	2-4, 5-3.6	D-8	No. 8		CS-6418, 11/18/82	
Collective bargaining	6-1					Various Union Contracts
Compensation	5-1, 5-2, 5-3	D-1				
Compensatory leave		D-2				

SUBJECT	CIVIL SERVICE RULE	CIVIL SERVICE COMPENSATION PLAN PROCEDURE	CLASSIFICATION ADMINISTRATIVE PROCEDURE	SELECTION ADMINISTRATIVE PROCEDURE	APPOINTING AUTHORITY LETTERS	OTHER
Conflict of interest	2-21					
Contractual employment	4-6		PS-1			
Death of employee (leave and longevity payoffs)	5-3.10	D-5, D-10, D-11				
Deductions		Section E				
Deferred compensation		Section E				
Deferred leave		D-10				
Demotion	2-9	No. D-1 Std. XI				
Disability management Return to work project (also see Worker's Comm )				S-19, S-20		

Disclosure of interests	2-22					
Dismissals and suspensions	2-10					
Downgrading of position	4-1, 4-2		No. 6			
Dual State employment	5-4	D-13				
Duty incurred injury	5-3.9	D-15				
Effective dates (Classifications)	4-1.5, 4-2.1		No. C-4			
Emergency appointments	3-5.4, 3-5.5			No. 3		
Emergency conditions (compensation under)	5-3.5	D-6				
Employee relations and employee organizations	6-1 thru 6-14					
Employment lists	3-3			No. 10, 11		

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Employment preference	2-18, 2-19			No. 6, 7		
Equal employment	1-2, 1-3					
Establishment of positions	4-1, 4-2		No. C-1			
Examinations	3-1, 3-2					
Expense and travel allowances	5-4.5	Section E				
Fair Labor Standards Act		D-2				
Family care accounts		Section E				
Funeral attendance	5-4.4	D-11				
Grievance and appeals	2-20, 6-9					
Handicappers	1-3.1, 3-1.2			S-20		
Hazard pay (See Special						

Pay Premiums)						
Holidays	5-4.2	D-9				
Housing	5-4.5	D-16				
Insurance:		Section E				
Health						
Dental						
Income Protection						
Life						
Vision						
Jury duty	2-7	D-12				
Layoff	2-18, 2-19	D-10, D-11 (Leave Payoffs)		No. 7		
Leave of absence	2-6, 2-7, 2-8	D-12				
Lodging		Section E				

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Longevity	5-3.7	Section C, D-5				
Merit pay	5-3.7	D-7				
Meals	5-4.5	Section E				
Mileage	5-4.5	Section E				
Military leave	2-5					
Moving expense	5-4.5	D-17				
Multiple State employment	5-4.1	D-13				
Non-career (Temp. Employment)	2-16		No. 7			
On call compensation	5-3.5	D-2				
Over compensation - recovery of					CS-6374 12/30/81	
Overtime	5-3.5	D-2				
P-rates	5-3.5	D-4	No. C-13			
Pay rates						

(See Compensation)						
Performance appraisal system	2-17, 3-6			S-17, S-18		
Permanent intermittent employees (Position types)	4-1		No. 16			
Personal leave	5-4.3	D-10				
Political activity	1-5					
Position restrictions	4-1, 4-2		No. 10			

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Preauthorized positions	4-1, 4-2		No. C-2			
Probation period	3-6					
Promotion		D-1 Std. X				
Reallocations	4-1, 4-2	D-1 Std. X	No. C-1			
Reasonable accommodation					CS-6652 10/8/91	
Recall	3-5, 5-3.4	D-1 Std. VIII				
Recruitment						Rec. & Spec. Program  Internal Operations Statement, No. 5, 10/28/85
Red circle	5-3.3	D-1				
Reinstatements	3-5.7, 5-3.4	D-1 Std. XII		No. 15		
Reorganizations			No. 19			
Retirement	2-12	Section E				
Separations from State service (Compensation)		D-10, D-11				
Service ratings	2-17					
Severance pay	5-3.7	D-14				
Sexual harassment	1-2.2				C.S.-6641 6/25/91	

Shift differential	5-3.5	D-3				
Sick leave	5-4.4	D-11				
Skills file	3-1.5, 3-1.6, 3-2.1, 3-2.2			No. 9		
Special pay premiums	5-3.5	D-4				

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Status	3-6					
Step increases	5-3.3	D-1				
Student classes	2-16		No. C-13			Civil Service Advisory S-23-85
Sub-classes						Civil Service S-75-86
Subpoena	2-20	D-12				
Suggestion award program						Public Act 325, 1978 as amended
Supplemental employment	2-15					
Suspension	2-10					
Travel	5-4.5	Section E				
Tuition reimbursement (See Individual Dept. Policy)						
Unclassified employees	2-1 thru 2-3					
Unfair labor practice	6-10, 6-11, 6-12					
Uniforms and dry cleaning	5-4.5	D-16				
Union deductions	6-8.3					
Whistle Blower	2-23				CS-6692 10/6/92	
Working out of class	4-5	D-1 Std. V	No. C-12			
Worker's	5-3.9	D-15				

Compensation  (see Disability Management)						
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Distribution Date: 1-6-97  
Procedure 1510.01